

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Automotive Worker										NA										5823										08										SW										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				FWS JGS For Automotive Mechanic 5823 TS-57																																																	
s. J. NEW																				Jun 90																																																	
Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Automotive Worker **POSITION NUMBER** 01-002A

JOB SERIES: 5823 **PAY LEVEL:** NA-8

Summary of Duties: Makes repairs that can be accomplished by removing, replacing, adjusting, or cleaning defective automotive parts or components such as replacing sensors, water pumps, spark plugs, brakeshoes, mufflers, radiator caps, condensers, engine gaskets, and a variety of belts and hoses. Adjusts brakes, transmission linkages, engine idle, voltage and current control valves, sensing valves, expansion valves, and pressure regulator valves. Cleans or replaces filters, screens, battery cables and clamps, engine components, and heating and cooling devices. Flushes radiators and replaces anti-freeze solutions. Aligns front ends by adjusting caster, camber, and setting toe-in. Locates worn or poorly adjusted parts through visual and auditory checks, and through use of a small variety of test equipment such as test lamps, timing lights, multimeters, tachometers, and dwell meters. May use vehicle on-board computers to help diagnose problems, and electronic analyzers to test automotive computer control systems and emission systems. Observes established safety, sanitation and hazardous waste disposal rules and requirements. Operates vehicles to test repair and move around facility. Performs other related duties as assigned.

Skills and Knowledge: Knowledge of various techniques for removing, replacing, cleaning, and installing a variety of parts, components, and accessories such as filters, radiators, engine thermostats, wheel cylinders, universal joints, wheel bearings, springs, shock absorbers, mufflers, components of heating and air conditioning systems, brake components, catalytic converters, clutch assemblies, carburetors, and suspension components including lower control arms, struts, constant velocity joints and stabilizer arms. Ability to determine when parts should be cleaned and reinstalled or replaced with standard parts. Basic understanding of on-board computer diagnostic systems and other test equipment. Ability to test automotive computer control systems and emission systems. Skill in using basic tools and operating equipment common to the occupation. Basic understanding of makeup and operation of various individual automotive systems. Must have valid driver's license.

Responsibility: Work is assigned orally or through work orders by the supervisor or a higher graded worker, indicating the nature of the problem. Incumbent selects tools, decides on techniques and carries out assignments. Obtains standard parts. Routine repair and maintenance duties are accomplished independently. Assistance is provided by supervisor or higher graded worker when standard procedures fail to correct the problem or when assigned more complex repairs. Completed work is checked for compliance with instructions, specifications, and standard shop practices.

Physical Effort: Work is often performed in tiring, awkward and uncomfortable positions. Frequent standing, bending, stooping and crawling. Lift parts and materials weighing up to 40 pounds. May move heavier items with assistance.

Working Conditions: Exposed to drafts, noise, fumes, dirt, dust and grease. Works with automotive fluids that may cause chemical irritations. Must wear issued protective gear.